



RECORDS RETENTION AND DISPOSITION SCHEDULE

Animal Health, Indiana State Board of

Agency: Animal Health, Indiana State Board of		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2008-17	PREMISES IDENTIFICATION PROGRAM Applications and related/supporting documents.	DESTROY after two (2) years.
2	2008-18	LIVESTOCK BRAND FILES Files contain livestock brand registrations and related information such as applications, approvals, denials, transfers, and related information. DESTROY ten (10) years after the brand becomes inactive.	DESTROY ten (10) years after the brand becomes inactive.
3	2008-19	BRUCELLOSIS RING TEST FILES Information relating to the brucellosis ring test program including test results, reports, and related information.	DESTROY after ten (10) years.
4	2008-20	CHRONIC WASTING DISEASE PROGRAM HERD FILES Records associated with the chronic wasting disease (CWD) control program such as certificates of veterinary inspection, test charts, quarantine notices and related documents, tracing and other investigation reports, import records, epidemiological reports, and herd certification records. The file is used as a control file to maintain CWD health records for herds.	DESTROY after ten (10) years.
5	2008-21	DAIRY PLANTS AND DISTRIBUTORS Grade A and manufacturing grade dairy plants and distributors records including applications, blueprints, permits, inspections, test results, correspondence, labeling materials, and related records.	DESTROY inspection reports and routine letters after three (3) years. DESTROY labeling materials when replaced. DESTROY special letters when the specific condition in a plant no longer exists. DESTROY each year's laboratory records when replaced by two (2) additional years worth of results.
6	2008-23	DAIRY LABORATORY EVALUATION RECORDS Laboratory inspection reports, certifications, drug residue testing records and related material.	DESTROY after two (2) years.
7	2014-02	ANIMAL DISEASE TEST REPORTS Animal disease test reports that are related to an agency animal health program and that are not covered by another record series.	DESTROY after three (3) years.
8	2014-03	OFFICIAL IDENTIFICATION DISTRIBUTION RECORDS Records relating to distribution of official animal identification devices.	DESTROY after five (5) years.
9	79-2794	DAILY ACTIVITIES AND ITINERARY REPORTS OF INSPECTORS AND VETERINARIANS	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
10	79-2799	EQUINE INFECTIOUS ANEMIA TEST REPORTS - POSITIVE	DESTROY after five (5) years.
11	79-2800	EQUINE INFECTIOUS ANEMIA TEST REPORTS NEGATIVE	DESTROY after three (3) years.
12	79-2801	CERTIFICATES OF VETERINARY INSPECTION Certificates of veterinary inspection issued to allow for the movement of animals interstate, intrastate, or for any other purpose and that are not covered by another record series.	For certificates covering cattle, bison, sheep, goats, cervids and equines, DESTROY after five (5) years. For certificates covering all other species, DESTROY after three (3) years.
13	79-2802	POSITIVE RABIES LABORATORY REPORTS Series records the number of cases of rabies in each county. Record originates at the Board of Health and is filed at the Board of Health, the State Police, and the Wildlife Division of the Department of Natural Resources.	DESTROY after five (5) years.
14	79-2805	SHEEP SCRAPIE FIELD INSPECTION REPORTS Consists of inspection reports of scrapie suspected flocks. The current practice is to observe scrapie suspected flocks for a minimum of 42 months.	DESTROY after five (5) years.
15	79-2806	SHEEP SCRAPIE FLOCK REPORTS Consists of reports concerning scrapie infected flocks.	DESTROY after ten (10) years.

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16	79-2809	INFECTED HERD AND FLOCK FILES Herds and flocks that are infected with a disease controlled by the Companion Animal and Avian Health Divisions.	DESTROY after five (5) years.
17	79-2811	QUARANTINES AND QUARANTINE RELEASES	DESTROY three (3) years after the quarantine is released.
18	79-2812	PERMIT TO IMPORT ANIMALS A permit is required so that the importation rate of diseased animals into Indiana will be minimized. No fee is charged.	DESTROY after three (3) years.
19	79-2813	RENDERING PLANT LICENSES	DESTROY superseded/expired licenses after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
20	79-2814	INSPECTION REPORTS	DESTROY after three (3) years.
21	79-2815	GARBAGE COOKING PERMITS Individuals are required to have a permit before they may collect, transport, or cook garbage to be fed to swine. No fee is charged for the permit.	DESTROY when permit is no longer in effect.
22	79-2816	PERMITS TO RELEASE CONDEMNED NON-EDIBLE ANIMALS AND ANIMAL BY-PRODUCTS	DESTROY when permit is no longer in effect.
23	79-2818	WARNING LETTERS AND OTHER NOTICES OF REMEDIAL ACTION	DESTROY after three (3) years.
24	79-2819	INVESTIGATION FILES	DESTROY three (3) years after investigation is completed.
25	79-2822	LIVESTOCK LICENSE FILES Files contain license files of stockyards, packers, sale barns, dealers, and market agencies. Licenses are renewed annually and a fee is charged. File includes dealer-s bonds.	DESTROY after the license expires or is superseded and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
26	79-2830	PSEUDORABIES TEST REPORTS-NEGATIVE	DESTROY after three (3) years.
27	79-2831	PSEUDORABIES TEST REPORTS-POSITIVE	DESTROY three (3) years after the quarantine is released.
28	79-2832	OTHER SWINE DISEASES TEST REPORTS	DESTROY after three (3) years.
29	79-2833	BRUCELLOSIS LABORATORY REPORTS	DESTROY after three (3) years.
30	79-2834	SWINE BRUCECELLOSIS VALIDATED AND QUALIFIED HERD RECORD Herds receive a new validation certificate each year.	DESTROY after three (3) years.
31	79-2838	FILES OF CATTLE HERD OWNERS (HERD FILES) Records associated with the brucellosis control program, such as veterinary inspection, test charts, quarantine notices and related documents, tracing and other investigation reports, import records, epidemiological reports, and herd certification records. The file is used as a control file to maintain brucellosis health records for herds.	DESTROY after ten (10) years.
32	79-2840	BACKTAG REPORT This records out-of-state animals backtagged in Indiana.	DESTROY after three (3) years.
33	79-2841	RECORD OF BRUCELLOSIS TESTS IN MARKETS Used to trace incidence of disease in markets and record buyers and sellers.	DESTROY after ten (10) years.
34	79-2842	BRUCELLOSIS CALFHOOD VACCINATION Retention is based on the average life of cattle. Vaccination is not repeated or supplemented.	DESTROY after ten (10) years.
35	79-2857	TUBERCULOSIS ACCREDITATION FILES	DESTROY ten (10) years after the herd is no longer accredited.
36	79-2860	TUBERCULOSIS AND FISCAL YEAR REPORTS	DESTROY after ten (10) years.
37	79-2861	JOHNE'S TEST REPORTS	DESTROY after three (3) years.
38	79-2862	TUBERCULOSIS INFECTED ANIMALS AND TRACING OF EXPOSED ANIMALS File consists of tuberculosis incident reports, test results, epidemiological reports, closing reports, and related information.	DESTROY after twenty-five (25) years.
39	79-2863	TUBERCULOSIS QUARANTINES	DESTROY after twenty-five (25) years.
40	79-2865	JOHNE'S DISEASE REPORTS	DESTROY after three (3) years.
41	79-2866	INFECTED OR HIGHLY SUSPICIOUS TUBERCULOSIS HERDS	DESTROY after twenty-five (25) years.

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42	79-2868	NEGATIVE TUBERCULOSIS TESTS Files consist of negative tuberculosis tests filed by county and then by herd owner.	DESTROY after ten (10) years.
43	79-2911	GRADE A MILK PRODUCER RECORDS Record series includes an application, blueprints, inspection records, change of status, warning and intent to suspend, permit, silo report, water sample analysis and correspondence, farm inspection, quality record/bacteria data, and related records. No fee is charged for this permit.	DESTROY inspection reports, warning and intent to suspend notices, and routine form letter correspondence every three (3) years. DESTROY water sample analysis reports every six (6) years. DESTROY remainder of the file ten (10) years after the producer goes out of business.
44	79-2918	BULK AND CAN MILK ROUTES	DESTROY inspection reports every three (3) years. DESTROY remainder of file two (2) years after the permit is not renewed or after the notice is received that the permit has been discontinued.
45	79-2926	LAB REPORTS	DESTROY after two (2) years.
46	79-2927	MANUFACTURING GRADE PRODUCER RECORDS Manufacturing grade farm records including applications, blueprints, permits, inspections, test results, correspondence, and related records.	DESTROY after three (3) years.
47	79-2932	BULK HAULERS Consists of applications, inspection reports, and correspondence.	DESTROY inspection reports and correspondence every four (4) years. DESTROY remainder of records two (2) years after the hauler goes out of business.
48	79-2937	MILK SANITATION RATING SURVEYS, INTERSTATE CARRIERS AND SINGLE SERVICE MANUFACTURERS Records consist of inspections and notes compiled by the milk survey section.	DESTROY after four (4) years.
49	79-2939	PCB RECORDS Records the PCB count from periodic inspections and samples.	DESTROY after ten (10) years.
50	80-902	ESTABLISHMENT FILES File consists of applications, grants of inspection or exemption, establishment name changes, and other documents relating to the meat inspection division-s on-going relationship with an establishment.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles five (5) years after the plant is no longer in operation.
51	80-907	STATION ASSIGNMENTS	DESTROY when station assignment changed.
52	80-915	INSPECTION AND LABORATORY RECORDS Inspection reports concerning a specific establishment, animal/carcass or product, and laboratory reports concerning particular samples.	DESTROY after five (5) years.
53	80-917	MEAT AND POULTRY PROGRAM REPORTS Reports and compilations of data documenting activities that occurred during a period of time. Includes, without limitation, slaughter reports, processing reports, and inspection activity reports.	DESTROY after five (5) years.
54	80-933	STATE AND FEDERAL REVIEW FILES File series consists of specific problems, copies of the review, and final report.	DESTROY after five (5) years.
55	80-934	RESIDUE SAMPLING FILES Records of meat residue sampling at establishments. Includes the sample and the laboratory report.	DESTROY after five (5) years.
56	80-935	LABEL APPROVALS	DESTROY when label changed or firm goes out of business.
57	80-938	COUNTY FILE File consists of complaints and cases. It is used as reference material for current cases.	DESTROY when outdated or replaced.
58	80-939	ALPHA FILE (TO MONITER HABITUAL OFFENSES) Record of facilities that have violated specific regulations. Used to monitor habitual offenses.	DESTROY ten (10) years after the date of the most recent violation.
59	80-941	CONSUMER COMPLAINTS	DESTROY after two (2) years.
60	80-943	INCIDENT REPORTS Specific incident investigations and reports.	DESTROY after two (2) years.

61	2018-01	COMMERCIAL DOG BREEDER AND BROKER FILES Records associated with the registration and inspection of commercial dog breeders and brokers.	DESTROY inspection reports and correspondence after three (3) years. DESTROY remainder of records three (3) years after the registrant is no longer registered.
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